

CITY OF SHORELINE
SHORELINE CITY COUNCIL
SUMMARY MINUTES OF BUSINESS MEETING

Monday, February 10, 2014
7:00 p.m.

Council Chambers – Shoreline City Hall
17500 Midvale Avenue North

PRESENT: Mayor Winstead, Deputy Mayor Eggen, and Councilmembers McGlashan, Hall, McConnell, and Roberts

ABSENT: Councilmember Salomon

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Mayor Winstead.

2. FLAG SALUTE/ROLL CALL

Mayor Winstead led the flag salute and the City Clerk called the roll.

Upon motion by Councilmember McConnell, seconded by Deputy Mayor Eggen and carried 6-0, Councilmember Salomon was excused from the meeting for personal reasons.

(a) Proclamation of Black History Month

Mayor Winstead read a proclamation declaring the month of February 2014 as Black History Month. Members of the Shorecrest Black Student Union (BSU) were present to accept the proclamation. They introduced themselves, shared a brief overview of the club's mission and invited the Councilmembers to attend the Unity Festival at Shorecrest High School in May.

3. REPORT OF THE CITY MANAGER

Debbie Tarry, City Manager, provided reports and updates on various City meetings, projects and events.

4. COUNCIL REPORTS

Councilmember Hall announced that he attended a Puget Sound Partnership Funding Committee meeting. The group is working with a number of cities and the Alliance of Washington Cities on possible strategies to improve funding for the protection of Puget Sound.

Councilmember McConnell reported on her attendance at a ShoreDog meeting last week where there was discussion about transition and how to increase membership. Interested individuals can visit their

website at www.shoredog.org for more information. She noted that, at this time, the group is not confident they have enough manpower to sponsor the popular DogFest event this year.

Councilmember McConnell advised that she attended a meeting of the Domestic Violence Initiative Committee. A PhD from the University of Washington reported on a study that found that someone who perpetrates with a weapon is more likely to reoffend.

Deputy Mayor Eggen said he gave a report at the recent Council of Neighborhoods meeting regarding the Stay Out of Drug Area (SODA) and Chronic Nuisance Ordinances. He also announced that the lawsuit related to the City's assumption of the Ronald Wastewater District was dismissed. An interesting presentation on Geographic Information Systems (GIS) was provided.

Deputy Mayor Eggen reported on his attendance at a SeaShore Transportation Forum meeting on February 7 where he was reelected as co-chair of the organization. At the meeting there was a presentation on the Rapid Ride E-Line implementation that will start February 15. There was also an update on tolling on SR-522.

5. PUBLIC COMMENT

There were no public comments.

6. APPROVAL OF THE AGENDA

The agenda was unanimously adopted.

7. CONSENT CALENDAR

Upon motion by Councilmember McGlashan, seconded by Councilmember Roberts and carried 6-0, the following Consent Calendar items were approved:

- a) Minutes of Business Meeting of December 9, 2013
Minutes of Business Meeting of January 13, 2014**

- b) Approval of expenses and payroll as of January 24, 2014 in the amount of \$991,418.40**

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
12/22/13-1/4/14	1/10/2014	53856- 54039	12967-12980	55790-55795	\$409,102.36
					<u>\$409,102.36</u>

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
1/15/2014	55731	55732	\$52,366.62
1/16/2014	55733	55752	\$250,592.83
1/16/2014	55753	55753	\$701.96
1/16/2014	55754	55773	\$14,033.65
1/16/2014	55774	55774	\$300.00
1/16/2014	55775	*	
1/16/2014	55776	55789	\$53,025.75
1/23/2014	55796	55802	\$8,392.40
1/23/2014	55803	55825	\$24,481.06
1/23/2014	55826	55849	\$159,322.53
1/23/2014	55784	55784	(\$3,333.32)
1/24/2014	55850	55860	\$22,432.56
			<u><u>\$582,316.04</u></u>

8. ACTION ITEMS

a) Approval of Human Resource (HR) Director Salary Range

Ms. Tarry briefly reviewed the City's compensation policy (adopted in 1997) and methodology for setting salaries. She recalled that the Council discussed this item at their February 3 meeting, and there were varying opinions regarding the appropriate salary range for the position. Council requested that the item be brought back February 10 for formal action. She commented on each of the alternative salary ranges (59, 62 and 66), and provided a brief overview of the job functions of the HR Director position.

Ms. Tarry suggested that if the Council is interested in reviewing the City's Compensation Plan and Policies, it should be done in a holistic manner. Funding could be identified in the 2015 budget for a consultant to assist in the review. This would give the City time to determine the scope of the review/study, clarify expectations and roles, and for the new HR Director to get his/her feet on the ground.

Ms. Tarry reiterated her recommendation that the Council vote to maintain the position as a director position with its current salary range of 70. No ordinance would be required because that is the salary range reflected in the adopted 2014 Budget. If Council wants to place the position at a different salary range, they should direct her to prepare an ordinance for their consideration on February 24. She noted that recruitment for the HR Director position would start once a salary range has been determined.

Councilmember McConnell moved that the Council find that Salary Range 70 for the Human Resource (HR) Director adopted in the 2014 budget is satisfactory and no amendments to the current salary schedule need to be considered. Councilmember McGlashan seconded the motion.

The Council expressed general support for a holistic review of the City's Compensation Plan and Policies in 2015. However, a Councilmember noted it is easier to change the salary range when the position is vacant, and it will be relatively easy to adjust the salary range if the requirements of the position increase in the future. He urged the Council to vote against the motion and support a subsequent motion to set the salary range at 66.

The City Manager was asked if establishing the position at Salary Range 66 would allow the City to attract a qualified candidate who could perform at a higher level in the future to provide the services the City anticipates it is going to need. Ms. Tarry pointed out that Salary Range 66 overlaps with Salary Range 70, and setting the range at 66 would allow the City to attract qualified candidates. If tasks are required in the future that are outside of the current classification, staff could come back with a recommendation to move the position to a more appropriate salary range.

It was suggested that rather than focusing on matching city size and function, they should focus on the market they are trying to compete against for qualified and skilled employees. The median salary range for a HR Director in the Seattle/Bellevue/Everett Area (2012 Department of Labor Statistics) is near the cap of Salary Range 66. It was suggested that the Council support the City Manager's judgment and maintain the current salary range of 70. The classification could be revisited in 2015 as part of a holistic review of the City's Compensation Plan and Policies.

The motion carried, 4-2, with Councilmembers Roberts and Hall voting in opposition.

9. STUDY ITEMS

a) Surface Water Asset Management System Update and Discussion

Ms. Tarry provided introductory comments and Brian Landau, Surface Water and Environmental Services Manager, presented the Staff Report. He explained that the Asset Inventory and Management Program was established in the Surface Water Utility following the adoption of the Surface Water Master Plan in December of 2011. In 2013, the City implemented Cityworks, a GIS centric Computerized Maintenance Management System, which allows the City to track assets and assess the condition of the existing Surface Water Utility. Cityworks will also be used for the future management of the wastewater and water utilities.

Mr. Landau briefly reviewed the progress Surface Water Utility staff have made over the past two years to develop and implement the new system. This includes updating the asset inventory and assessing current conditions, as well as improving the Preventative Maintenance Work Program to better meet the requirements of the National Pollutant Discharge Elimination System Permit. He provided a brief overview of Cityworks and shared examples of how it could be used to help the Surface Water Utility improve the management of its assets and provide efficiencies in its work processes. He concluded his presentation by pointing out that using the Cityworks tool and implementing a preventative maintenance program has resulted in an annual cost savings of over \$20,000.

A Councilmember asked how Cityworks would be applied to other utilities. Mr. Landau answered that other utilities could utilize Cityworks by mapping their assets into the City's GIS.

A Councilmember noted the high cost of purchasing and implementing Cityworks and asked if it would help the City do more, or just improve what is already being done. Mr. Landau acknowledged that it takes resources to maintain the system; but pointed out that being able to find information quickly in a centralized location will save staff time, which equates to a cost savings.

It was discussed that a lot of surface water maintenance is done by contractors, and having a record of the work performed will be important. Mr. Landau advised that the new system would track the work history performed on each of the City's assets.

It was asked how difficult it would be to integrate the systems currently used by the Ronald Wastewater District, Seattle Public Utilities and North City Water District into Cityworks. Mr. Landau said they all use slightly different work management systems. However, because their assets have all been mapped into a GIS, they will be easy to integrate into Cityworks.

a) King County Transportation Funding Plan B Discussion

Scott MacColl, Intergovernmental Relations Manager, reported that a statewide transportation funding package was not approved in 2013 and seems unlikely to pass in 2014. Therefore, King County and its cities are proposing a ballot measure, Plan B, which would form a countywide Transportation Benefit District (TBD). As currently proposed, the TBD would utilize Vehicle License Fees (\$60) and a sales tax increase (0.1%) as funding sources to generate approximately \$130 million per year. Sixty percent of the funding would be used to support Metro Transit Service and 40% would be allocated to cities and unincorporated areas for transportation needs.

Mr. MacColl explained the steps in the process, starting with the formation of the TBD, which the King County Council did earlier today. The County Council must also take action by the first week of March to place a measure on the April ballot to fund the TBD. He noted that Councilmember Roberts and Deputy Mayor Eggen represent the City on the Sound Cities Association's Public Issues Committee, and on Wednesday night they will vote on a position that supports Plan B, as well as the funding split.

Mr. MacColl reminded the Council that local transportation funding is one of the City's top priorities, and the Council has also indicated strong support for Metro, which is facing a 17% budget cut. Plan B would provide the City with approximately \$1.4 million for local transportation needs and provide Metro the funds needed to continue to operate at current service levels.

It was noted that the City of Shoreline has already established a TBD and implemented the \$20 fee. Questions were asked about whether the County's \$60 fee would be in addition to the fee already imposed on Shoreline residents. Mr. MacColl said his understanding is that the \$60 fee would be in addition to the \$20 fee that is already in place, but he would seek clarification and report back to the Council.

A question was asked about whether the City's allocation would change over the next ten years based on projected population or if the allocation would be static based on the 2010 census. Mr. MacColl said the allocation would be based on population moving forward. However, he does not anticipate significant population changes that would skew the allocations.

The Council recognized that although a Vehicle Licensing Fee is a regressive form of taxation, doing nothing would result in significant cuts to Metro service that would impact the transit-dependent population, as well as populations that most efficiently use transit. It would also result in increased congestion on existing roadways. They expressed their support for Plan B based on the current proposal for allocating funds at 60% for Metro and 40% for local transportation needs. They noted that the \$60 Vehicle Licensing Fee would remain in place until it is repealed, but the tax increase would need to be renewed after 10 years.

10. ADJOURNMENT

Mayor Winstead adjourned the meeting at 8:24 p.m.

Jessica Simulcik Smith, City Clerk